

8 NOV 1974

MEMORANDUM FOR: Agency Records Management Officers

SUBJECT : Micrographics Bulletin - No. 3
Microfilm Standards for Archival Records

REFERENCE : Micrographics Bulletin No. 2, dtd. 20 Aug. 74

1. Referent Bulletin drew attention to Federal Standards for the use of microfilm in the preservation of archival and vital records. Specifically, FPMR Amendment B-21 states the silver original camera negative, plus a positive copy will be deposited with the [Agency] Archives.

2. The Agency requested a waiver from National Archives and Records Service to the above standard to make acceptable Agency procedure of producing a master silver based negative or positive for preservation, and reference copies in any of several media. NARS concurred in this procedure. Hence, all RMD's, microfilm production units, and Agency Archives are so informed. Thus, the silver original camera master (positive or negative) plus a reference copy of either diazo, vesicular, or silver will henceforth be standard for the preservation of microfilm records at the Agency Archives.

3. Please also be informed that in transmitting microfilm to the Agency Archives, RMD's should insure that the microfilm is indeed a complete and accurate copy of the original records.

Chief, Information Systems Analysis Staff

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APPROVED:

/s/ John F. Blake13 NOV 1974

John F. Blake
Deputy Director
for
Administration

Date

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